

Amendment # 1 to Request for Proposals # DPCS 150: Motivational Interviewing Training Services for New York State Drug Treatment Courts

Clarification of Minimum Qualifications

The New York State Unified Court System, Office of Court Administration (“OCA”) is issuing this Amendment # 1 to modify: (i) the minimum qualification set forth in Article IV (Minimum Qualifications) of the above-referenced request for proposals (“RFP”); (ii) the Document Enclosure Checklist set forth in Exhibit 1; and (iii) the due date for proposals. OCA is amending the RFP specifications as follows (deletions appear in ~~strikethrough text~~; additions appear in underlined text).

1. Modification of Minimum Qualifications

Article IV of the RFP is modified to accept proposals from bidders that commit to supply one or more MINT trainers as follows:

IV. MINIMUM QUALIFICATIONS

Proposals will be considered only from applicants who meet the following qualifications:

- Applicants must either: (i) be a Motivational Interviewing Network of Trainers (MINT) member, and proof of membership must be submitted to be considered for an award; or (ii) commit to supply one or more MINT trainers to conduct the trainings, and applicant’s proposal must include a statement memorializing such commitment.

2. Modification of Exhibit 1 (Document Enclosure Checklist)

Exhibit 1 has also been modified to add the following item to the Document Enclosure Checklist:

_____ Proof of applicant’s MINT membership or statement memorializing applicant’s commitment to supply one or more MINT trainers to conduct trainings (Article IV)

An updated copy of Exhibit 1 is attached to this Amendment # 1.

3. New Due Date for Proposals

Article IX of the RFP is modified to change the date proposals are due to Friday, February 9, 2024:

IX. SUBMISSION OF PROPOSAL

a. Proposal Delivery

Applicants shall deliver ONE signed, hard copy original and ONE additional copy (two complete sets) of its application, with all required documents, to:

Division of Professional and Court Services
2500 Pond View, Suite 104
Castleton-on-Hudson, New York 12033
ATTN: Kathleen Roberts

All proposals must also be labeled with the following information on two sides:

**“Deliver immediately to Kathleen Roberts”
“Sealed Application - Do not open”
“MOTIVATIONAL INTERVIEWING TRAINING SERVICES FOR NYS
DRUG TREATMENT COURTS RFP # DPCS 150 – Due February ~~2~~ 9, 2024
at 2PM”**

Proposals will not be accepted electronically or by fax.

b. Submission Deadline

Applications must arrive at the address above by no later than **Friday, February ~~2~~ 9, 2024, at 2PM.**

All other references to the date proposals are due, including references in the header of the RFP, are accordingly amended to reflect the modified proposal due date: Friday, February 9, 2024, at 2PM.

All other specifications remain the same.

Amendment #1 to the RFP will be available for download/printing by close of business today, January 24, 2024, at <https://ww2.nycourts.gov/admin/bids/currentsolicitations.shtml> under “Current Solicitations,” RFP # DPCS 150. It will also be uploaded to the New York State Contract Reporter.

EXHIBIT 1**DOCUMENT ENCLOSURE CHECKLIST**

The documents listed below must be submitted together with applicant's proposal. Failure to do so as required may disqualify applicant's response.

Documents requiring signature must be duly signed where indicated. The listed documents may not be modified, retyped or amended in any manner.

A complete set of RFP documents must be submitted. Failure to provide all documents in the manner required may result in disqualification of an applicant's proposal.

- _____ Proposal Cover Sheet (Exhibit 2)
- _____ Vendor Assurance and Conflict-of-Interest Disclosure (Exhibit 3)
- _____ Narrative Description – Organizational Capacity (Article VIII (a))
- _____ Project staff resumes (Article VIII (b))
- _____ Project Description (Article VIII (c))
- _____ Line-Item Budget Proposal/Budget Narrative (Article VIII (d) and Article VIII (e))
- _____ Certificates of NYS Workers' Compensation and NYS Disability Benefits Insurance, or Certificate of Attestation of Exemption. (See Exhibit 4 "Insurance Requirements" for a list of accepted forms).
- _____ Copies of applicant's certificate(s) of insurance or other adequate proof evidencing the insurance coverages required by the bid specifications (See Exhibit 4 "Insurance Requirements" for a list of accepted forms).
- _____ Attachment I - Standard Request for Bid Clauses & Forms
 - ☐ p.3 - Non-Collusive Bidding Certificate
 - ☐ p.4 - Corporate Acknowledgment
- N/A Attachment II – Not Applicable
- _____ Attachment III – Vendor Responsibility Questionnaire
 - ☐ questionnaire filed online via Office of State Comptroller VendRep System and certified within 6 months of the bid opening date, or
 - ☐ paper questionnaire
- _____ Attachment IV – Procurement Lobbying forms
 - ☐ Disclosure of Prior Non-Responsibility Determination (UCS 420)
 - ☐ Affirmation of Understanding and Agreement (UCS 421)
- _____ Proof of applicant's MINT membership or statement memorializing applicant's commitment to supply one or more MINT trainers to conduct trainings (Article IV)